

Parks and Recreation Department Summer Camp Counselor

Job Opening:	January 11, 2010
Application deadline:	March 16, 2010
Hiring Range:	\$9.46 per hour
Employment Hours:	Part-time – 20-32 hrs/wk
Seasonal:	June 1 – August 6, 2010

Applicants **must** submit a city application to be considered for the position. Applicant may also submit a cover letter and resume as supplemental information. A city application may be obtained at the City of Louisville, Department of Human Resources, 749 Main Street, Louisville, CO 80027 or by going to our website: www.louisvilleco.gov You may fax your application to 303-335-4724; or email it to humanres@louisvilleco.gov

JOB SUMMARY: A great opportunity for those who enjoy working with elementary aged children during the summer months! Summer Counselors supervise summer day camp operations under the leadership of the Head Counselor under the coordination of the Recreation Supervisor for Youth Activities. Counselors supervise program participants in a traditional day camp setting and lead/instruct youth in games, sports, arts & crafts field trips and swim days. Provide a safe, positive play and learning experience for children in the community.

ESSENTIAL JOB DUTIES: Assist in the organization and supervision of day camp activities for a group of 60 children ages 5-11. Summer Counselors will organize and lead activities in the areas of crafts, sports, games, special events, swimming and field trips. Provide a safe environment for the participants by maintaining room, equipment, and supplies. Act as positive role model and provide guidance to campers. Provide support to other counselors and staff members at the center. Set-up and take-down of camp equipment each day as well as being responsible for upholding all camp and facility rules and policies. **Must be available June 7th – August 6th, 2010 (1 week vacation is permitted if desired) as well as mandatory training dates.**

MINIMUM REQUIREMENTS: Must be at least 18 years of age and successfully pass background check. **20+ hours of mandatory training to include a full day on Saturday, May 15th, the evening of Thursday, May 20th and other hours (days and evenings) the 1st week of June.** Applicants must provide written documentation of three months of full-time or equivalent part-time (480 hours) satisfactory and verifiable experience with school-age children from the organization with which the hours were obtained (please attach documentation to City Application). Elementary or Early Childhood Education preferred. CPR and First Aid and Blood Borne Pathogens certified or willing to obtain certification is required and is provided by the City of Louisville as part of training.

PHYSICAL REQUIREMENTS OF THE JOB: Work requires bending, pushing, pulling, stooping, climbing, reaching, kneeling, carrying and lifting of objects up to 50 lbs. Work includes instructing and demonstrating various recreational activities and ensuring the safety of all participants by safe and proper usage of equipment. Must have the ability to hear and see and the use of hands to fingers.

Work will be performed in both indoor and outdoor environments, including exposure to dirt, sand and all types of weather conditions. Work will include exposure to noisy and stressful situations.

EQUAL OPPORTUNITY EMPLOYER: